



Book	Policy Manual
Section	Chapter 02 - School Board ByLaws
Title	POLICY - Stakeholder Participation
Code	P2-05-004
Status	Active
Last Revised	June 22, 2023
Prior Revised Dates	June 23, 2022, April 23, 2020, May 1, 2011

The School Board values and encourages Henrico's stakeholders to attend any public meeting of the Henrico County School Board to provide input on matters being considered by the School Board or otherwise pertaining to Henrico County Public Schools. A stakeholder has a "stake" in the school and its students, meaning that they have personal, professional, civic, or financial interest or concern.

Monthly School Board meetings shall include an opportunity for an individual or one person on behalf of a group to address the School Board in person. The School Board does not obligate itself to act on any request or proposal presented.

At the beginning of the Public Forum, the School Board Chair shall read a statement that describes the procedures governing the Public Forum, which is an opportunity for members of the community to provide input and/or feedback on any matters.

People who wish to speak during the Public Forum shall make a written or oral request to the Clerk of the School Board by 4:30 p.m. on the Wednesday prior to any School Board monthly meeting. Exceptions to these expectations shall be approved by a majority vote of the School Board. Speakers will be called to speak during the Public Forum portion of the School Board meeting in the same order their request was registered. To ensure the School Board has the opportunity to hear from as many speakers as possible, it is requested that only one member of each family reserve a spot to speak. In the following situations, more than one family member is allowed to speak:

- If members of the same family wish to share differing views, or
- If a Henrico student wishes to speak, in addition to his/her parent/legal guardian.

The School Board may also give individuals who have not presented a written or oral request an opportunity to be heard during the Public Forum when approved by a majority vote of the School Board.

All speakers must state their name and school affiliation, if applicable, before speaking. Speakers must present their remarks to the School Board, not the audience. Speakers may provide copies of their comments to the School Board Clerk.

The School Board Chair shall provide each speaker at the Monthly School Board meeting three minutes to speak unless the time is modified by majority vote of the School Board. If verbal comments exceed three minutes, the speaker may provide additional written comments to the Clerk of the School Board, which will be provided to the School Board members and become part of the official record. The School Board members do not generally respond to speaker concerns or questions during the Public Forum portion of the meeting. A School Board member may address a speaker only with permission of the School Board Chair. A Henrico staff member will follow up with speakers.

The format and duration of speaking time at public hearings, town halls and other public comment forums outside of the School Board's monthly meetings shall be provided at the time the meeting is noticed.

Speakers, during public comment time, public hearings, and town halls, shall respect the privilege extended by the School Board by using commonly accepted rules of courtesy, respect, civility, and decorum. The use of obscenity or defamation is strictly prohibited and shall be ruled out of order by the School Board Chair.

Individuals with signs, posters, placards, banners, or like objects shall be permitted to sit in the last two rows in the School Board meeting room during any School Board public meeting, public hearing, or town hall.

Groups or individuals creating a disturbance that interferes with the orderly conduct of the meeting will be asked to leave by the School Board Chair or Security, as will groups or individuals whose conduct or statements threaten the safety of anyone in attendance at the meeting.

The School Board Chair may call a recess at any time during the meeting when individuals or groups fail to comply with these rules, and the School Board may agree, by majority vote, to suspend this policy and any citizen comment period, public hearing, or town hall for the same reasons.

To ensure all speakers have the opportunity to provide comments, written comments may also be provided via an electronic format in lieu of attending or speaking in person. Written comments are entered through this [online form](#). Written comments must be submitted by 4:30 p.m. on the Wednesday prior to any School Board meeting, become an official part of the public record for the meeting, and will be posted for public view in 'BoardDocs.' School Board members will receive written comments before the meeting.

Written comments, in any form, may be subject to FOIA.

Equal consideration and attention will be given to both written and in-person comments.

Legal	Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.
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Cross References	VSBA Ref.: BDDH
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